



**Loudoun County Parks, Recreation,
and Community Services**

20145 Ashbrook Place #170

Ashburn, VA 20147

youthservices@loudoun.gov

(703)777-0697



Dear Volunteer,

Thank you for acting on your desire to give back to your community! It takes a lot of courage and selflessness to step outside of yourself and help another, and we hope you will be blessed by that decision. Your time spent volunteering will impact many lives, and we are grateful to you for giving of your time and energy to make a difference!

The PRCS Teen Volunteer Program has been designed to provide you with the training and support necessary to make the most out of your volunteering experience. We hope to come alongside you as you seek to make a difference.

Please let us know how we can best support you as you seek to serve our community!

Thank you in advance for your service,

PRCS Youth Services Team



Table of Contents

Who is PRCS.....	4
Impact of Volunteerism.....	5
What you gain.....	6
5 Easy Steps.....	7
Volunteer Program Vocabulary.....	8
General Guidelines for Loudoun County Volunteers.....	9
Code of Conduct.....	10
Teen Volunteer Program Expectations.....	11
Finding your Volunteer Niche.....	12
Inclement Weather Policy.....	14
FAQ.....	15
Acknowledgement Form (to be submitted).....	16



WHO IS PRCS?

PRCS provides recreational, leisure, educational, cultural and supportive opportunities to residents of Loudoun County.

PRCS Facilities include community centers, recreational centers, athletic fields, swimming pools, senior centers, adult day care centers, the Central Kitchen, parks, trails, and historic properties.

PRCS offerings include sports activities for youth and adults, instructional and interpretive classes, programs for seniors, visual and performing arts, child care, preschool, before and after school activities, trips, camps, special events, volunteer opportunities, educational prevention programs for youth and programs for individuals with disabilities.



Why Volunteer with PRCS?

Loudoun County PRCS provides many diverse venues for volunteers to get involved. Volunteers can serve all ages of our community in various locations and types of venues throughout the County. Volunteers have the opportunity to serve in many different settings; from the baseball field, to the community center, to a classroom program. There are countless ways for you to get connected and serve our very diverse population!

What Is the Value and Impact of Volunteerism?

Volunteers are vital to the success of our programs; our mission is to serve the needs of Loudoun County's growing population.

- Your leadership helps strengthen our communities.
- Your talents and skills play an important role in helping PRCS to deliver services successfully, cheerfully, and on time.
- Your dedication and dependability instills quality into your work and into our programs – this is priceless.
- Your unselfish gifts of time and talent teach others the importance of giving back.

Volunteerism affects each volunteer in a positive way – you gain just as much by volunteering as those you serve gain from you.



Volunteerism Helps Drive Your Future...

Volunteer Hours

Your PRCS volunteer hours can be re-deemed to cover your middle/high school's required volunteer hours.

Resume Building

Universities and employers look for well-rounded individuals to join their teams/student body. By volunteering with PRCS you are boosting your resume for future possibilities.

Learning

You will learn new tools and skills that will help you in your future academic and professional pursuits.

Training

You will receive training that can help to further your character growth and professional academic goals.

Friendships

Volunteers will work as part of a team, and will have the chance to meet new friends from around the County through your participation.

Future Employment

Because of your volunteer service, you may boost your potential for seeking future employment at PRCS or through Loudoun County Government.

Recognition and Awards For Your Contributions

You will be recognized for your volunteer service with certificates, letters of appreciation, and special gifts.

Take Control.

5 Easy Steps to Volunteer

1.

Contact



2.

Complete Volunteer Application

3.

Check out our



video

4.

Attend our Orientation Workshop

5.

Visit your chosen host site

Program Vocabulary

Host Site - This is the site where you complete your volunteer hours.

Site Supervisor - This is the person who is in charge of working with volunteers at your Host Site.

Administrative Office - 20145 Ashbrook Place #170, Leesburg 20175. You can e-mail the Administrative office at youthservices@loudoun.gov. You can also contact us at (703) 777-0697. This is the office you contact if you have questions regarding your volunteer experience. You contact your Site Supervisor about your scheduled volunteer shift.

Volunteer Shift - The scheduled time for which you have committed as a volunteer. This is set up between the Site Supervisor and the Volunteer.





General Guidelines for All Loudoun County Volunteers

- Loudoun County is an equal opportunity employer (EOE), and complies with the Americans with Disabilities Act (ADA), which means volunteers will not be discriminated against for physical or mental disabilities relating to job performance and the work environment.
- Agree to and follow the Loudoun County Employee Code of Conduct (Page 10) Please refer to the full description provided in this handbook.
- All PRCS facilities are smoke-free, drug-free, and alcohol-free.
- If an injury or accident occurs on the job, your volunteer supervisor will provide assistance. Please let them know of your injury immediately. Loudoun County does provide insurance for its volunteers in certain instances.*
- Volunteers may not use their positions with Loudoun County volunteer experience for self-promotion or financial gain.
- As a representative of PRCS, a volunteer's appearance and dress should be appropriate, presentable, and consistent with his or her position responsibilities.

*In the case of injury or accident while performing volunteer service, your personal health and medical insurance serves as the primary carrier. Loudoun County insurance may cover a limited amount of medical expenses under certain circumstances – i.e. when your medical insurance does not provide full coverage. Please report any accident or injury to your volunteer supervisor immediately.

Code of Conduct

Goal: To conduct official duties in a manner that serves the public interest, upholds the public trust, and protects the County's resources.

Perform your duties to the very best of your abilities, and in a manner that is efficient, cost-effective, and meets the needs of the public.

Demonstrate integrity, honesty, and ethical behavior in all County business.

Ensure that your personal interests do not come into conflict with official duties, or result in an appearance of a conflict of interest, when dealing with customers, vendors, and others doing business with the County.



Ensure that all County resources, including County funds, equipment, vehicles and other property are used in strict compliance with County policies and solely for the benefit of the County.

Conduct all dealings with the public, County employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image of Loudoun County government.

VOLUNTEER

Never doubt that a small group of committed citizens can change the world; indeed, it's the only thing that ever has"

-Margaret Mead

Teen Volunteer Program Expectations

Each Host Site has their own set of expectations for volunteers. Below is a list of general expectations that will be upheld. Please read them carefully. You will be asked to sign that you agree to follow these.

- Please do not use your cell phone during your scheduled volunteer shift. You may use your cell phone for emergency purposes only. Please do not send texts, utilize social media (Facebook, Twitter), or e-mail while volunteering. Your ride should be arranged prior to the start of your scheduled volunteer shift.
- Please respect your fellow volunteers and site employees in both word and action.
- Your Site Supervisor is who you look to for direction.
- Please dress appropriately for the tasks you will be performing as a volunteer. The Loudoun County Public School's dress code is enforced for PRCS volunteers.
- Please make sure to bring drinks and/or snacks for your volunteer shift. There may not be readily available sustenance at your volunteer site.
- Your Site Supervisor will keep track of your hours, but you are responsible to keep your own up-to-date records as well. You are responsible to report your hours to your school, PRCS will sign your form, but it will not be submitted on your behalf.
- Please do not take any pictures of PRCS program participants. No images of participants should leave site, and are prohibited from being posted on social media sites.
- Please prepare to begin your volunteer responsibilities at the start of your volunteer shift. If you need time to get settled, change clothes, etc.; please arrive a few minutes before the start of your shift.



**The highest reward for a person's work is not what they
get for it, but what they become because of it.**

John Ruskin

Inclement Weather Policy

When Loudoun County Government is closed, Parks, Recreation and Community Service (PRCS) facilities are closed and all programs are cancelled.

When Loudoun County Government makes a decision to close after the start of normal business hours, the facilities and their programs will then close. If children are in the building, it will close after the last child is picked up.

When Loudoun County Government is open, but Loudoun County Schools are closed:

- All PRCS programs and activities except childcare are cancelled, including all those in school facilities.
- Evening programs held in PRCS facilities after 5:00 pm may be held. Confirm directly with the site, or call 703-777-0456.
- When Loudoun County Schools announce a 1-hour delay, all PRCS programs will operate on time.
- When Loudoun County Schools announce a 2-hour or more delay, all morning PRCS programs except childcare are cancelled.
- When Loudoun County Schools announce an early dismissal, all evening PRCS programs are cancelled. Please keep track of changing weather conditions and call the appropriate PRCS facility or other source of emergency information.

PRCS: 703-777-0343.

For Loudoun County School Closings and Delays: Check local radio or TV stations.





- The Virginia Average Hourly Value of Volunteer Time is \$24.29.
- Students as young as 13 can volunteer with PRCS, but may be limited to specific volunteer opportunities.
- Volunteer hours completed with PRCS can be used toward high school graduation requirements.
- PRCS operates and maintains a network of facilities throughout Loudoun County including active and passive parks, community, recreation and senior centers, historic sites, a nature preserve and a fine arts center. Check out more information at www.loudoun.gov/prcs.

Confidentiality & Acknowledgment

Dear Volunteer,

Please read the two statements bellow and then date and sign your name. Thank you.

CONFIDENTIALITY

I agree to keep confidential all information pertaining to participants that I may work with during my volunteer assignment. This includes names, address, phone numbers, personal, medical and/or financial information.

I understand that client/participant records include but are not restricted to telephone logs, written files such as a Membership form, Uniform Assessment Instrument, email, and data records such as those in Automated Information Management and RecTrac. My restriction on sharing includes log-in or user ID and passwords.

I understand that participant and agency information is privileged, and is not to be disseminated by me. Failure to abide by this agreement can result in my immediate dismissal.

RECEIPT OF VOLUNTEER HANDBOOK

I have received the PRCS Teen Volunteer Handbook and will review the programs and policies set forth for volunteers. I will uphold and follow the policies contained within.

I have read and understand the above statements and have had all my questions answered. My signature below indicates that I agree with both statements.

Volunteer Name *(please print)*

Date

Volunteer Signature

Volunteer Services Coordinator Signature

Date

